

5/23/2003
9:35 AM

CFS MONTH-END CLOSING SCHEDULE

MAY 2003 – Revised 5/23/03

For the following modules:

BE – Budget Execution
PR – Purchase Requisitions (Commitments)
PO – Purchase Orders (Obligations)
AP – Accounts Payable
AR – Accounts Receivable

The **May 2003 General Ledger** will **CLOSE FRIDAY, May 30, 2003, at 12:00 NOON EST.**
After 12:00 NOON EST, the modules mentioned above may begin working on June 2003 transactions; GL End Date '31-MAY-2003' will no longer be available for input, so please enter May data prior to 12:00 NOON EST on May 30, 2003.

For the following modules:

ALLOC – Cost Accumulation/Allocation

May's NEW/REVISED Cost Accumulation Over/Under process will be kicked off @ 12:05 pm EST on Friday, May 30th & expected processing time is currently 8-10 hours to complete.

GJ – General Journal

GL – General Ledger

The **May 2003 General Ledger** will **CLOSE** on **FRIDAY/SATURDAY, May 30/31, 2003, at Time TO BE DETERMINED based on Friday's Cost Accumulation Over/Under process.**

After ALLOC, GJ & GL are closed, the modules mentioned may begin working on June 2003 transactions; GL End Date '31-MAY-2003' will no longer be available for input, so please enter May data prior to 12:00 NOON EST on Friday, May 31, 2003.

NOTE: On Friday, May 30th thru Monday, June 2nd, please do **NOT** enter **June** transactions while May is still open.

SPECIAL INSTRUCTIONS for **Summary Level Transfer (SLT) & Labor Processing (GJs), including Labor Cost Adjustments (GJs)**, transaction entry:

Please do **NOT** enter **ANY** Labor GJ transactions **after 12:00 NOON EST, Friday, May 30th or at ANY TIME until after ALL MODULES are closed.**

These transactions may affect the Cost Accumulation Over/Under process running at 12:05 pm EST on Friday, May 30th.

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.**

NOTE #2: **DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.**

Please pass this information along to end users in your area or any others you think may be interested.